

Citizen Corps



FY 2008 Grant Instructions and Application Packet

Deadline for submission: May 15, 2008 4:00 pm. CDT

April 2008

Grant Information

Program Overview

The Citizen Corps asks you to embrace the personal responsibility to be prepared; to get training in first aid and emergency skills; and to volunteer to support local emergency responders, disaster relief and community safety.

The Fiscal Year 2008 (FY08) Citizen Corps Program (CCP) provides funding assistance to state and local governments to support the Citizen Corps Council efforts to engage citizens in all-hazards prevention, protection, response and recovery. All state and local homeland security funds, including Citizen Corps, are distributed through the Department of Homeland Security (DHS).

The grant will be administered by the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), which serves as the State Administrative Agency (SAA). GOHSEP has been designated to assist and support local Citizen Corps activities and training. The Citizen Corps Program is part of the State Homeland Security Grant Program.

Program Registration

Any Citizen Corps discipline (CERT, MRC, NCW/AOW, VIPS and Fire Corps) applying for a Citizen Corps Grant must have an existing Citizen Corps Council.

- ❖ Grant recipients must list their Council in the directory of Citizen Corps Councils on the national website prior to submission of this application.
<https://www.citizencorps.gov/cc/addCouncil.do>
- ❖ Community Emergency Response Teams must be registered at:
<https://www.citizencorps.gov/cc/CertWizardPage1.do>
- ❖ Fire Corps Programs must be registered at:
http://firecorps.org/admin/modules/programs/edit.php?action=show_edit
- ❖ Medical Reserve Corps Programs must be registered at:
<http://www.medicalreservecorps.gov/HomePage>
- ❖ Volunteer In Police Service Programs must be registered at:
http://www.policevolunteers.org/programs/?fa=show_AddProgram
- ❖ America On Watch / Neighborhood Crime Watch Programs must be registered at:
<http://www.usaonwatch.org/>

Jurisdictions are expected to update this information regularly.

CITIZEN CORPS PROGRAM GRANT GUIDANCE

A. Program Overview

The Citizen Corps mission is to bring community and government leaders together to coordinate the involvement of community members in emergency preparedness, planning, mitigation, response, and recovery.

The FY 2008 Citizen Corps Program (CCP) funds provide resources for States and local communities to: 1) bring together the appropriate leadership to form and sustain a Citizen Corps Council; 2) develop and implement a plan or amend existing plans to achieve and expand citizen preparedness and participation; 3) conduct public education and outreach; 4) ensure clear alerts/warnings and emergency communications with the public; 5) develop training programs for the public, for both all-hazards preparedness and volunteer responsibilities; 6) facilitate citizen participation in exercises; 7) implement volunteer programs and activities to support emergency responders; 8) involve citizens in surge capacity roles and responsibilities during an incident in alignment with the Emergency Support Functions and Annexes; and 9) conduct evaluations of programs and activities.

B. CCP and the National Preparedness Goal

The American citizens are the ultimate stakeholders in the homeland security mission and must be an integral component of national preparedness efforts. As such, the general public is included in the vision statement of the Goal which notes that citizens must have:

- A clear understanding of national preparedness
- Regular outreach and communication
- Alerts, warnings and crisis communication
- Opportunities to be involved

Community Preparedness and Participation is identified as a common target capability in the Target Capabilities List (TCL) that cuts across all mission areas and capabilities. It describes both universal and threat-based levels of citizen preparedness, and a support level of citizen participation through year-round volunteer service and surge capacity roles and responsibilities. Additionally, other capabilities in the TCL specifically address roles for the public, including Volunteer Management and Donations and Citizen Protection, Evacuation, and/or, In-Place Protection.

C. Program Requirements

Expenditures must advance the Citizen Corps mission to have everyone participate in hometown security through preparedness activities, training and volunteer service. In addition to Homeland Security Grant Program (HSGP) funding, State and local governments are encouraged to consider all sources of funding, to include private sector funding, to leverage existing materials, to pursue economies of scale and scope in pursuing the mission, and to make expenditures that benefit multiple programs.

C.1. State Responsibilities

Citizen preparedness and participation must be coordinated by an integrated body of government and non-governmental representatives. States and local government recipients and sub-grantees of HSGP funds, including Urban Areas, must have such a body to serve as their Citizen Corps Council with membership that includes, but is not limited to: representatives from emergency management, homeland security, law enforcement, fire service, medical services/public health, elected officials, the private sector (especially privately owned critical infrastructure), private non-profits, non-governmental organizations (including faith-based and community-based organizations), and advocacy groups for special needs populations. Representatives from existing Citizen Corps programs, to include Volunteers in Police Service (VIPS), Medical Reserve Corps (MRC), Community Emergency Response Team (CERT), Neighborhood Watch/USAonWatch, Fire Corps, and Affiliates should also be included on these Citizen Corps Councils. Furthermore, Citizen Corps Councils should include a representative from the Metropolitan Medical Response System (MMRS) where one exists.

State Citizen Corps Program Managers must also continue to provide program management via the administrative section of the Citizen Corps website, <http://www.citizencorps.gov>, to include managing the approval process for local Citizen Corps Councils, CERT programs, managing administrative section passwords for local users, and managing calendar events, subscribers, and e-mails to local Councils.

The community preparedness section(s) of State homeland security strategies, policies, guidance, plans (including Emergency Operation Plans (EOP), the State Preparedness Report, and Investment Justifications), and evaluations must be reviewed by the body serving as the State Citizen Corps Council and must include considerations for government/nongovernmental collaboration, and community preparedness and participation, including citizen involvement in preparedness and response. Non-governmental representatives are expected to evaluate most closely the functional areas of warnings, emergency public information, evacuation, mass care, resource management from nongovernmental sources, unaffiliated volunteer and donations management, and nongovernmental resource integration (goods and personnel) to support each Emergency Support Function in the EOP.

C.2. Report Requirements

The SAA must coordinate the financial, programmatic, and administrative issues relating to the Citizen Corps mission with the State Citizen Corps Program Manager. Furthermore, the SAA must share the community preparedness information submitted in the state's Biannual Strategic Initiatives Report (BSIR) with the State Citizen Corps Program Manager. The State Citizen Corps Program Manager must also participate in the FEMA required monitoring process.

D. Authorized Program Expenditures

Consistent with the State Homeland Security Program (SHSP), CCP funding may be used in any of the following categories:

- Planning (to include evaluation, public education/outreach, and citizen participation in volunteer programs and activities);
- Equipment (equipment purchased for issue to volunteers during a response is limited to 30% of the award);
- Training;
- Exercises;

Expenditures must advance the Citizen Corps mission to have everyone participate in hometown security through preparedness activities, training, exercise and volunteer service and the mission of the Ready Campaign to educate and empower citizens to prepare for emergencies. Please refer to DHS FY08 Authorized Equipment List (AEL) for additional information on authorized and unauthorized expenditures at www.rkb.mipt.org.

D.1. Planning

Integrating non-governmental entities into the planning process is critical to achieve comprehensive community preparedness. To meet this important objective, HSGP funds may be used to support the following:

- Establishing and sustaining bodies to serve as Citizen Corps Councils
- Assuring that State and local government homeland security strategies, policies, guidance, plans, and evaluations include a greater emphasis on government/non-governmental collaboration, citizen preparedness, and volunteer participation
- Developing and implementing a community preparedness strategy for the State/local jurisdiction

The community preparedness section(s) of State homeland security strategies, policies, guidance, plans (including EOPs, the State Preparedness Report, and Investment Justifications), and evaluations must be reviewed by the body serving as the State Citizen Corps Council and must include considerations for citizen preparedness and volunteer participation.

D.2. Public education/outreach

Citizen Corps Councils may develop or reproduce public education and outreach materials to: increase citizen preparedness (to include the DHS Ready Campaign materials); promote training, exercise, and volunteer opportunities; and inform the public about emergency plans, evacuation routes, shelter locations, and systems for public alerts/warnings. Public education and outreach materials should incorporate special needs considerations, to include language, content, and method of communication.

Allowable expenditures include:

- Media campaigns: PSAs, camera-ready materials, website support, newsletters
- Outreach activities and public events: booth displays; event backdrops or signs; displays and demonstrations; and informational materials such as brochures/flyers

- Promotional materials: pins, patches, magnets, clothing/headwear. Expenditures for promotional items must not exceed 15 percent of the total Citizen Corps Program allocation.

All materials must include the national or jurisdiction's Citizen Corps logo, tagline and website or the Ready logo, tagline, and website and comply with logo standards. For more information go to https://www.citizencorps.gov/pdf/logo_guide.pdf.

D.3. Citizen Participation - Volunteer programs and disaster response support

Citizen support for emergency responders is critical through year-round volunteer programs and as surge capacity in disaster response. Citizen Corps funding may be used to establish, enhance or expand volunteer programs and volunteer recruitment efforts for Neighborhood Watch/USA on Watch, Community Emergency Response Teams (CERT), Volunteers in Police Service (VIPS), Medical Reserve Corps (MRC), and Fire Corps; for the Citizen Corps Affiliate Programs and Organizations; and for jurisdiction specific volunteer efforts. Examples include:

- Recruiting, screening, and training volunteers (e.g., background checks)
- Retaining, recognizing, and motivating volunteers
- Purchasing, maintaining, or subscribing to a system to track volunteers (in compliance with applicable privacy laws), to include identification and credentialing systems, and to track volunteer hours
- Evaluating volunteers

D.4. Organization

Organization activities supported with CCP funding are limited to 25 percent of the grantee's CCP funding.

D.5. Equipment

States and Urban Areas are encouraged to fully leverage all HSGP resources for equipment to support volunteer personnel in preparedness and response. All allowable equipment costs are listed in the AEL, available at <http://www.rkb.us>.

Any equipment purchased with CCP funding must be used for specific preparedness or volunteer training or by volunteers in carrying out their response functions. CCP funding is not intended for equipment to be used by uniformed emergency responders, except to support training for citizens. Examples of equipment used to support training for citizens includes such items as burn pans or sample volunteer response kits.

Expenditures for kits used in volunteer response (e.g. CERT or MRC kits / backpacks) or clothing for official identification must not exceed **30 percent** of the total Citizen Corps Program allocation. Clothing for official identification are those items that volunteers are required to wear when engaging in public safety activities (e.g., t-shirts for CERT members, baseball caps for Neighborhood Watch/USA on Watch Program foot patrol members).

CCP Allowable Equipment Categories

Cat. #	Category Title	Cat. #	Category Title
[1]	Personal Protective Equipment	[9]	Medical
[3]	CBRNE Operational Search & Rescue	[10]	Power
[4]	Information Technology	[12]	CBRNE Response Vehicles
[5]	Cyber Security Enhancement Equip.	[19]	CBRNE Logistical Support Equip.
[6]	Interoperable Communications Equip.	[21]	Other Authorized Equipment.

D.6. Training

Training funded with these grants can include all-hazards safety, such as emergency preparedness, basic first aid, life saving skills, crime prevention and terrorism awareness, school preparedness, public health issues, mitigation/property damage prevention, safety in the home, light search and rescue skills, principles of NIMS/ICS, community relations, volunteer management, serving people with disabilities, pet care preparedness, any training necessary to participate in volunteer activities, any training necessary to fulfill surge capacity roles, or other training that promotes individual, family, or community safety and preparedness.

Funding for CERT training includes the delivery of the CERT basic training to volunteers, supplemental training for CERT members who have completed the basic training, and the CERT Train-the-Trainer training. The training must include the topics, be instructor-led and classroom-based, using lecture, demonstration, and hands-on practice throughout. Note that the Independent Study course, "Introduction to CERT" (IS 317) must not be substituted for delivery of basic training consistent with the 20-hour CERT curriculum. There is no cap on the number of deliveries State or local jurisdictions may conduct of the CERT basic training, the CERT Train-the-Trainer, Campus CERT Train-the-Trainer, or Teen CERT Train-the-Trainer courses.

Training should be delivered with specific consideration to include all ages, ethnic and cultural groups, persons with disabilities, and special needs populations at venues throughout the community, to include schools, neighborhoods, places of worship, the private sector, non-governmental organizations, and government locations. Jurisdictions are also encouraged to incorporate non-traditional methodologies such as the Internet, distance learning, home study, and to leverage existing training provided via educational/professional facilities. Pilot courses and innovative approaches to training citizens and instructors are encouraged.

Instruction for trainers and training to support the Citizen Corps Council members in their efforts to manage and coordinate the Citizen Corps mission is also an allowable use of the FY 2008 Citizen Corps Program funding.

D.7. Exercises

Exercises specifically designed for or that include participation from non-governmental entities and the general public are allowable activities and may include testing public warning systems, evacuation/shelter in-place capabilities, family/school/business preparedness, and participating in

table-top or full scale emergency responder exercises at the local, State, or national level, to include the Top Officials Exercise (TOPOFF).

D.8. Personnel, Management and Administration, and Construction & Renovation

Personnel, management & administration and construction and renovation cost are not allowed under CCP.

E. Reporting

In order to share lessons learned and success stories with the Citizen Corps Community, a quarterly status report will be forwarded to the State Citizen Corps Program Manager on the first of the following months: January, April, July and October. This report will include the following areas: last meeting minutes, upcoming outreach project(s) and training. A copy of this report is provided with the grant application packet, and should be submitted electronically to the State Citizen Corps Program Manager.

Recipients that expend \$500,000.00 or more of Federal funds during their fiscal year are required to submit an organization wide financial and compliance audit report. The audit report must be performed in accordance with the U.S. General Accountability Office, Government Audit Standards, located at <http://www.gao.gov/govaud/ybk01.htm>, and OMB Circular A-133, Audit of States, Local Governments and non-Profit Organizations located at <http://www.whitehouse.gov/omb/circulars/a133/a133.html>. Audit reports are due to the State no later than six months after the end of the recipient's fiscal year.

Grant Proposal Application

General

Prepare the grant proposal by completing the forms outlined below. Some forms require information from other forms, it is suggested that you prepare the forms in the order listed. Additionally, all forms for the grant proposal should be compiled in the same order.

- Grant Application Cover Sheet
- Application Questionnaire
- Budget (Attached Excel Document)

Use a minimum font size of 10 on all forms.

Assembly of the Grant Proposal Project

- Ensure that you have obtained signatures on all forms that require them;
- Ensure that all forms are compiled in the order listed above;
- Do not staple the application. Please use paper or binder clips only

Submission of the Proposal

- All applications must be submitted to the State Citizen Corps Program Manager no later than May 15, 2008;
- Please include an electronic copy of all information on a CD or via email to: nauck@ohsep.louisiana.gov
- **All final applications must be received at the following address no later than 4:00 Central Daylight Time on May 15, 2008. Any application received after that date will not be considered for funding.**

Nicholas Auck
GOHSEP
7667 Independence Boulevard
Baton Rouge, LA 70806

Preparation of the Grant Cover Sheet

Applicant Information

Ensure that all information regarding the applicant is accurate and complete.

Grant Point of Contact Information

- The grant point of contact should be an individual who is knowledgeable with the grant and can answer questions about it;
- Ensure that the telephone and fax numbers provided are business phone numbers, not residential numbers;
- Email addresses should be business email address, if possible – not personal email addresses.

Applicant's Federal Employee Identification Number

Grants cannot be processed without this number.

Authorized Official

- This individual is the official who has been empowered by the applicant organization or by law to apply for, accept or decline the grant for the applicant.
- This person is typically the Director of an agency, the Executive of the Parish Government, or the Parish Sheriff.

Grant Proposal Application (cont.)

Preparation of the Grant Questionnaire

Please provide complete and detailed answers. While grammar and spelling may not reduce scores, providing yes or no answers will. It is GOHSEP's intent to have a working knowledge of your efforts and plans. Programs do not have to have detailed plans of every event or activity that will be supported by funding, however, some forethought into future events, inclusion in local government activities/response and an understanding of factors that will affect the implementation of your program as necessary for success. Please attach additional sheets, if necessary to completely answer any question(s).

Preparation of the Grand Budget

Budget

- **Up to 30% of your award may be expended on the purchase of equipment for volunteers.** Funding used to purchase equipment for Citizen Corps Volunteers is limited to 30%. Funding for the purchase of equipment for training, managing, and outreach is not included in this category.
- Make funding prioritizations for the jurisdiction grant request on the budget worksheet. (i.e., Item 1 should be the most important item to receive funding on the Budget worksheet.
- Ensure the budget worksheet is submitted electronically either by CD or email.
- Costs are estimates of expenses and do not have to be based on a bid that may be required at a later date.

Council Members

- Prior to the receipt of 2008 Citizen Corps funds, local governments must have designated a Citizen Corps Council which must be included in your application.
- Councils should consist of representation from elected local governments, Fire, Law Enforcement, Public Works, Private Enterprise, Volunteer Organizations and Faith-based Organizations.
- GOHSEP requires that the Citizen Corps Council meet at least quarterly and the minutes of those meetings must be forwarded to our office to document their efforts.

Award Criteria and Agreements

Grant awards will be based on the documents submitted and prior award performance. Applications that present a plan of action and a basis for funding requests will receive a more favorable score than applications with missing or omitted information. Questions regarding current and future funding are always welcome. Ideas may be discussed with the Program Manager without any impact on scoring. Applications will be reviewed by three GOHSEP personnel for scoring.

Requesting units of government must have a pre-established Citizen Corps Council. This Council will have broad representation from local leadership, including representatives from emergency management, law enforcement, fire protection, local volunteer organizations and other stakeholders with an interest in the program. A local elected official must also sponsor the council.

Prior to the disbursement of grant funds, the local Citizen Corps Council will register their local council on the Citizen Corps website at www.citizencorps.gov and receive approval via the State Citizen Corps Program Manager.

Upon receipt of the award letter, the recipient will sign both copies and return them to GOHSEP along with a schedule of the local Citizen Corps Council's meetings. These meetings must be held quarterly at a minimum and meeting notes maintained.

Grant Match Requirements

Citizen Corps grant programs are 100% federally funded, with no match required from state or local agencies.

Reporting

In order to share lessons learned and success stories with the Citizen Corps Community, a quarterly status report will be forwarded to the State Citizen Corps Program Manager on the thirtieth of the following months: January, April, July and October. This report will include the following areas: last meeting minutes, upcoming outreach project(s) and training. A copy of this report is provided with the grant application packet, and should be submitted electronically to the State Citizen Corps Program Manager.

Additional Grants

Acceptance of these grants does not prohibit a jurisdiction from submitting additional grant applications to other sources of funding (both private and public). If a grantee desires to use these funds as a match when applying for additional Federal funding that requires a match, the Federal Government must approve a written request from the applicant through GOHSEP to DHS. In addition, these funds may be used to implement any or all of the Citizen Corps disciplines to include: Neighborhood Watch, MRC, VIPS, CERT and Fire Corps.

Resources

Citizen Corps Information

- Basic information on the Citizen Corps program is available at: www.citizencorps.gov.
- Authorized equipment list: www.rkb.mipt.org
- Information regarding the Louisiana Citizen Corps program is located at <http://www.ohsep.louisiana.gov/citcorps/citcorpsindex.htm>.
- Additional information may be obtained by sending all questions to nauck@ohsep.louisiana.gov.